

INSTRUCTIONS FOR ADDING A SALESMAN/MANAGEMENT PERSONNEL
AND/OR ANY TECHNICIAN THAT NEGOTIATES WITH A CONSUMER
TO A CURRENT HOME IMPROVEMENT LICENSE

- A) A disclosure form must be filled out completely, (front & back), signed and notarized, by each salesman and/or management personnel.
- B) Two (2) professional passport type photos of the individual are to be attached in the top left hand corner of the blue disclosure form. Home Photos are NOT acceptable.
- C) To show proof of residence for each individual, a copy of a valid New York State Drivers license or DMV Identification card must be submitted and a copy of ONE of the following will be accepted:
 - 1. A valid New York State Registration.
 - 2. A current Landline Telephone Company bill. Cell phone bills are NOT acceptable.
 - 3. A current PSEG or National Grid bill.
 - 4. A copy of a current lease or deed.
- D) A dated letter from the company owner or officer, adding the individual to their employ must accompany each application. (Must have original signature. Copies will not be accepted.)

The Disclosure Form follows below. It is 2 pages. Please make sure to read all instructions above.

Incomplete applications will be returned unprocessed.



NASSAU COUNTY
OFFICE OF CONSUMER AFFAIRS
240 OLD COUNTRY ROAD, MINEOLA, NY 11501
WWW.NASSAUCOUNTYNY.GOV
PHONE: (516) 571-2600 FAX: (516) 571-3389

ALL QUESTIONS MUST BE ANSWERED ACCURATELY AND TO THE BEST OF THE APPLICANT'S KNOWLEDGE UNDER PENALTY OF LAW.

This form is to be completed by each individual owner, partner, officer, director, person possessing 10% or more of the corporate stock, sales representative, manager, foreman and any technician that negotiates with a consumer.

DATE _____

PERSONAL NAME: _____

COMPLETE HOME ADDRESS: _____

HOME TELEPHONE NUMBER: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

NAME OF BUSINESS: _____

You must have at least 5 years recent, relevant verifiable experience in the home improvement field. You are required to submit W2's or 1099's for proof. I have at least _____ years experience in the home improvement field, or in related activities, which similarly tend to establish my competence to operate a home improvement business.

PRACTICAL EXPERIENCE

FIRM NAME: _____ DATES OF EMPLOY: _____

ADDRESS: _____ POSITION HELD: _____

PHONE NO.: _____ DESCRIPTION OF DUTIES: _____

COMPANY OWNER: _____ SUPERVISOR: _____

FIRM NAME: _____ DATES OF EMPLOY: _____

ADDRESS: _____ POSITION HELD: _____

PHONE NO.: _____ DESCRIPTION OF DUTIES: _____

COMPANY OWNER: _____ SUPERVISOR: _____

What are your duties in this company: _____

IN ORDER TO BE PROCESSED THE BACK OF THIS SHEET MUST BE ANSWERED.

DISCLOSURE

The following statements MUST be answered.

You are required to certify that any judgment(s) against yourself has been discharged, is being appealed, or being paid according to agreed scheduled payments with creditors; and that there are no unsatisfied or unnegotiated judgments against either the undersigned individual or firm.

1. Do you have any judgments, liens or tax warrants? If yes, you must submit a copy of the judgment, lien or warrant and proof that scheduled payments are being made.

2. Do you have any civil or criminal actions now pending in which you have been involved personally and/or in the course of business. If yes, please explain. Copies may be required.

3. Have you ever been convicted of a crime? State when, where and disposition. A copy of the disposition must be submitted. A complete copy of the court case may be required.

4. Do you currently have any criminal charges pending against you? If yes, please explain.

5. Do you have any child support order(s)? If yes, you must submit a copy of the order and proof that all scheduled payments are being made.

6. Have you ever filed for bankruptcy (business or personal)? If yes, you will have to provide documents for review.

SIGNATURE: _____

DATE: _____

Sworn to before me this

_____ day of _____ 20_____

Notary Public